

APRIL 2025

# Accountant's Report Filing Submission Handbook

BC Real Estate Brokerages



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Production of this document included environmentally friendly best practices.  
Please reduce, reuse and recycle.

# Introduction

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The Accountant's Report Filing is an annual filing that is required to be submitted within 120 days after a brokerage's fiscal year-end. The filing consists of an Accountant's Report Form (or a Trust Account Declaration if qualified), review engagement financial statements (unless otherwise authorized), and the Brokerage Financial Information Filing.

Important information to highlight:

- The Accountant's Report Filing will only be considered filed when all required documents are submitted and accepted on IRIS.
- The annual filing is required regardless of the level of activity, or lack thereof, during the fiscal reporting period.
- You must engage a qualified CPA as defined in [Section 1 of the Real Estate Services Rules](#), independent of the brokerage, to prepare the trust audit and financial statements.
- An extension cannot be granted for the annual filings. You must take steps to allow sufficient time to prepare the annual filings within 120 days of the fiscal year-end to avoid possible discipline.
- If the brokerage is qualified to file a Trust Account Declaration form, understand that the financial statements and Brokerage Financial Information Filing are still required, regardless of the activity level. The Trust Account Declaration form replaces the Accountant's Report form only.
- The Trust Account Declaration must be signed and properly declared by a commissioner or a licensed Notary Public in Canada.
- All brokerages must file review engagement financial statements for the initial three (3) fiscal year-ends before BCFSA will consider allowing compilation engagement financial statements. It is the managing broker's responsibility to confirm with BCFSA and ensure the correct financial statements are prepared.
- You will receive an email notification with a link to the service requests in IRIS the day after your brokerage's fiscal year-end date. You can also access the service requests on your brokerage's dashboard in the IRIS portal.

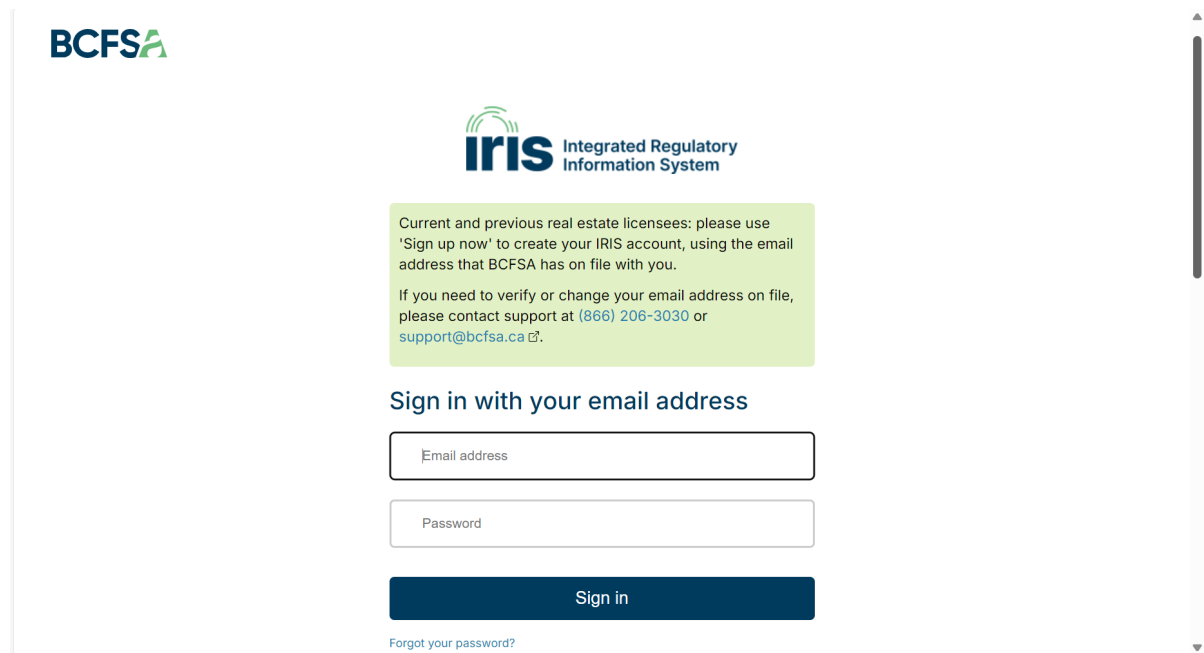
# IRIS Platform Walkthrough

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The Integrated Regulatory Information System (IRIS) is the portal for regulated entities to provide regulatory information and submissions to BCFSa. It can only be accessed by authenticated users and is not for the general public. Individuals and institutions who are supervised by BCFSa can access IRIS to view and manage their licence, account, and contact information, submit and view status of submissions and filings, and manage their business authorizations with BCFSa.

These steps show how you can access pending service requests that have been created by BCFSa or the brokerage.

## STEP 1: LOGIN TO THE IRIS PORTAL

A screenshot of the IRIS login portal. The page features the BCFSa logo in the top left corner. In the center, there is the IRIS logo (Integrated Regulatory Information System) and a green box containing instructions for real estate licensees. Below this, the heading "Sign in with your email address" is followed by two input fields for "Email address" and "Password". A dark blue "Sign in" button is positioned below the fields. At the bottom left, there is a link for "Forgot your password?".

**BCFSa**

**iris** Integrated Regulatory Information System

Current and previous real estate licensees: please use 'Sign up now' to create your IRIS account, using the email address that BCFSa has on file with you.

If you need to verify or change your email address on file, please contact support at (866) 206-3030 or [support@bcfsa.ca](mailto:support@bcfsa.ca).

**Sign in with your email address**

Email address

Password

**Sign in**

[Forgot your password?](#)

## STEP 2: HOME PAGE

After you have logged in, you will see the home page:

[HOME](#)[NEW SUBMISSION](#)[PAYMENTS](#)[HELP](#)[BRENDA TSE ▾](#)

# Home

Welcome to the BCFSA portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

## Organization Dashboards

Click on the  
brokerage  
name

Click on an organization name below to view its information and any submissions awaiting approval.

| Name↑                                                                       | Trade Name                        | Address                                                     | Outstanding Submissions |
|-----------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------|-------------------------|
| <a href="#">Prime Real Estate, Inc. / Your Prime Real Estate Experience</a> | Your Prime Real Estate Experience | 555 Hastings St W,<br>Vancouver British Columbia<br>V6B 4N5 | 7                       |

## STEP 3: ORGANIZATION DASHBOARD

After you clicked on the brokerage name, you will see the “Organization Dashboard” page. Scroll down to the section “Submissions”.



[HOME](#) [NEW SUBMISSION](#) [PAYMENTS](#) [HELP](#) [BRENDA TSE ▾](#)

[HOME](#) / [ORGANIZATION DASHBOARD](#)

## Organization Dashboard

The organization profile shows detailed information including your organization's business authorization, administrators, registered subsidiaries/branch offices and licensees or registrants working for your organization.

### Prime Real Estate, Inc. / Your Prime Real Estate Experience

To view more information about your organization, click 'Go to organization profile' below.

**Legal Name**

Prime Real Estate, Inc.

**Trade Name**

Your Prime Real Estate Experience

[Go to organization profile](#)

### Submissions Pending Brokerage Approval



To review and approve/deny submissions from individuals at your real estate or mortgage brokerage, click on the ID of the record(s) below.

| ID ↑                             | Submitter | Name | Created On | Due Date |
|----------------------------------|-----------|------|------------|----------|
| There are no records to display. |           |      |            |          |

 **Submissions ▾**



| ID ↓                     | Name                                                                  | Filing Period End | Due Date  | Date Submitted | Status Reason |
|--------------------------|-----------------------------------------------------------------------|-------------------|-----------|----------------|---------------|
| <a href="#">SR043604</a> | Application for Brokerage Licence Renewal: Corporation or Partnership |                   | 7/30/2024 |                | Draft         |
| <a href="#">SR043244</a> | Brokerage Financial Information Filing                                | 4/30/2024         | 8/28/2024 |                | Draft         |
| <a href="#">SR043243</a> | Accountant's Report Filings                                           | 4/30/2024         | 8/28/2024 |                | Draft         |
| <a href="#">SR042124</a> | Amend Brokerage Financial Information Filing                          | 12/31/2023        |           |                | Draft         |
| <a href="#">SR041182</a> | Request for Brokerage/Branch                                          |                   |           |                | Draft         |

## STEP 4: SUBMISSIONS

Choose the service request that you want to submit documents by clicking on the corresponding ID number. In this case, we will first select the “Accountant’s Report Filings” service request. We will discuss the “Brokerage Financial Information Filing” service request in detail in Section 2.

# Accountant's Report Filing Submission Elements

A complete Accountant's Report Filing requires two separate submissions to be considered complete. This will appear as two separate Service Requests in your portal:

1. Accountant's Report filing; and
2. Brokerage Financial Information Filing.

In this section, you will see a step-by-step guide to those two mandatory service requests, plus two additional service requests that may be requested by BCFSA if your submission is incomplete - "Additional Information (for organization)" and "Amend Brokerage Financial Information Filing".

## 1. ACCOUNTANT'S REPORT SERVICE REQUEST

An Accountant's Report service request consists of the following requirements:

- a. Accountant's Report or Trust Account Declaration;
- b. Financial Statements in PDF format;
- c. Declaration of Business Changes;
- d. List of Brokerage Accounts; and
- e. Qualifications or exceptions.

\*Please ensure that you have all documents completed prior to uploading.

### Step 1: Access to the Accountant's Report Filing Service Request

Under the list of "Submissions", click on the ID number associated with the "Accountant's Report Filings" service request.

Search

Q

To review and approve/deny submissions from individuals at your real estate or mortgage brokerage, click on the ID of the record(s) below.

| ID ↑                             | Submitter | Name | Created On | Due Date |
|----------------------------------|-----------|------|------------|----------|
| There are no records to display. |           |      |            |          |

Submissions ▼

Search

Q

| ID ↓     | Name                                                                  | Filing Period End | Due Date  | Date Submitted | Status Reason |
|----------|-----------------------------------------------------------------------|-------------------|-----------|----------------|---------------|
| SR043604 | Application for Brokerage Licence Renewal: Corporation or Partnership |                   | 7/30/2024 |                | Draft         |
| SR043244 | Brokerage Financial Information Filing                                | 4/30/2024         | 8/28/2024 |                | Draft         |
| SR043243 | Accountant's Report Filings                                           | 4/30/2024         | 8/28/2024 |                | Draft         |
| SR042124 | Amend Brokerage Financial Information Filing                          | 12/31/2023        |           |                | Draft         |
| SR041182 | Request for Brokerage/Branch                                          |                   |           |                | Draft         |

## Step 2: Introduction Page

After you clicked on the ID number, you will get to the Introduction page.

Verify that the information noted on this page aligns with the requirements set by BCFSa.

- The **“Filing Period End”** is the brokerage’s fiscal year-end date, according to BCFSa’s records.
- **“Qualified to file”** confirms the minimal level of financial statements that must be completed as part of the submissions. Again, all brokerages must submit review engagement financial statements for the three (3) fiscal year-ends prior to BCFSa’s consideration to allow compilation engagement financial statements.

If you believe the information is incorrect, email [realestateaudit@bcfsa.ca](mailto:realestateaudit@bcfsa.ca). If all information is correct, click “Next” to access the “Requirements” page.

# Accountant's Report Filings - SR043243

Introduction Requirements Pay & Submit

❗ Changes to this draft submission will be saved when you click on 'Next' or 'Start'.

### Sector

Real Estate

### Type

Filing

### Organization

Prime Real Estate, Inc. / Your Prime Real Estate Experience

### Due Date

2024-08-28

### Filing Period End

2024-04-30

### Qualified to file

Compilation Engagement

Next

### Step 3: Requirements Page

On the Requirements page, upload the documents for each listed requirement. Here is how to add required attachments:

## Accountant's Report Filings - SR043243

Introduction  Requirements Pay & Submit

### Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

| Name  | Notes | Files Attached | Status     |
|----------------------------------------------------------------------------------------|-------|----------------|------------|
| <a href="#">Accountant's Report or Trust Account Declaration</a>                       |       | Required       | Incomplete |
| <a href="#">Declaration of Business Changes</a>                                        |       | Optional       | Incomplete |
| <a href="#">Financial statements in PDF format</a>                                     |       | Required       | Incomplete |
| <a href="#">List of brokerage accounts</a>                                             |       | Optional       | Incomplete |
| <a href="#">Notice of Rescission</a>                                                   |       | Optional       | Incomplete |
| <a href="#">Qualifications or exceptions</a>                                           |       | Optional       | Incomplete |

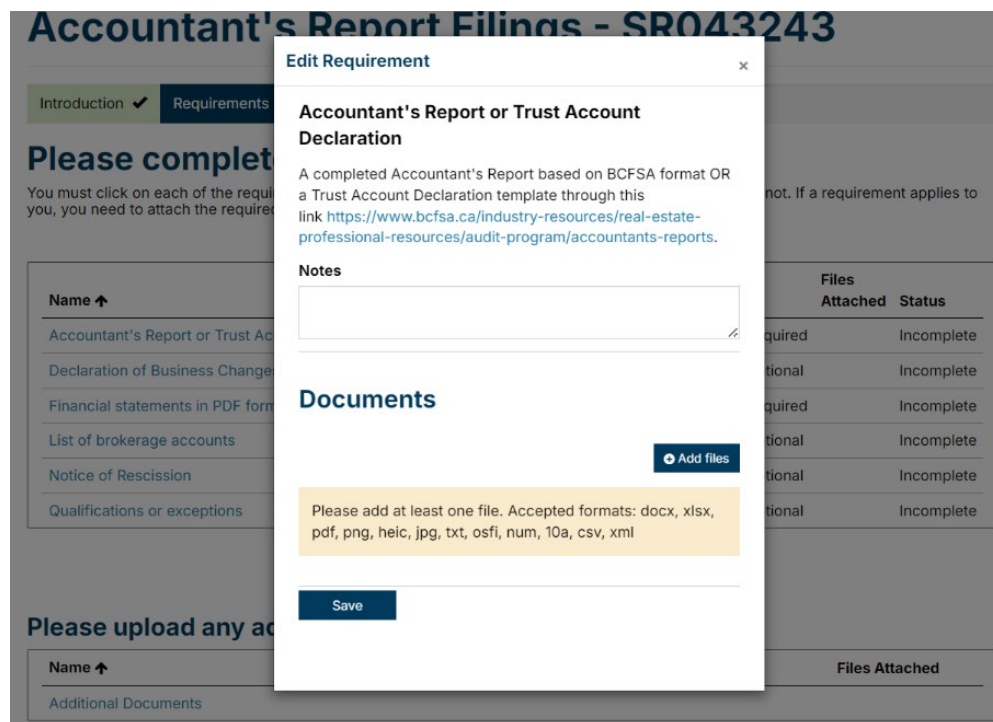
### Please upload any additional documents here if needed.

| Name  | Notes | Files Attached |
|------------------------------------------------------------------------------------------|-------|----------------|
| <a href="#">Additional Documents</a>                                                     |       |                |

Previous

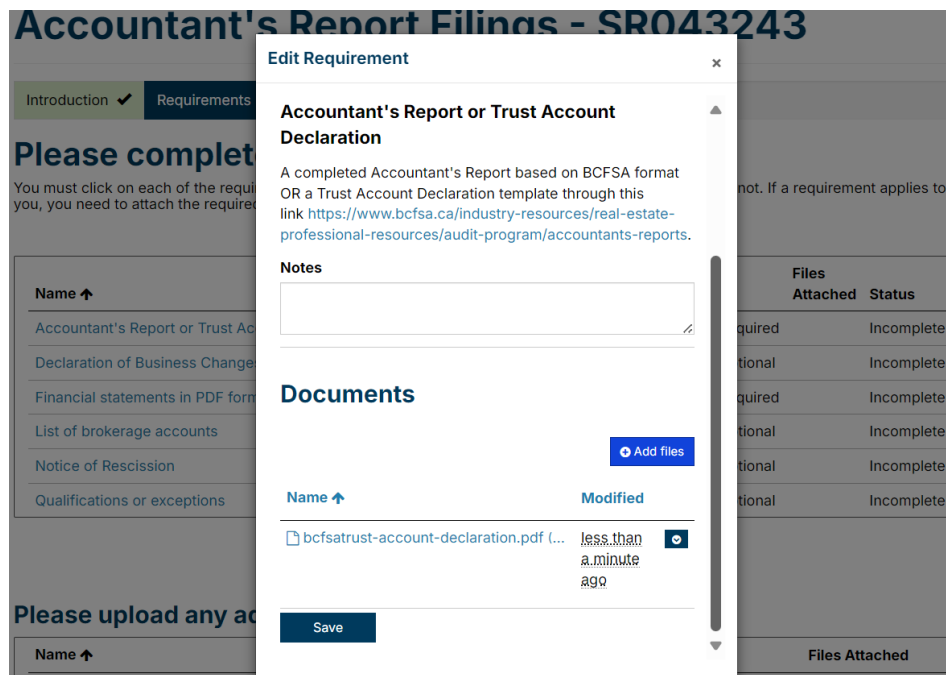
Save & Next

After you click on the requirement name, you will see the window populate. Click on "Add files" to upload the required documents.



Once you have added the files, your uploaded files will be listed under “Documents” in the pop-up window. In this window, you can add more files or remove the uploaded documents. Click “Save” if no changes are required.

Repeat the above steps for the other requirements that apply to your brokerage.



Once you have saved the uploaded documents, the “Files Attached” section will indicate how many files you have uploaded under that requirement, and the “Status” of the requirement will change from “Incomplete” to “Completed”. Please note that the optional requirements will also need to be marked “Completed” before you can proceed to the submission page.

## Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

| Name  | Notes    | Files Attached | Status     |
|----------------------------------------------------------------------------------------|----------|----------------|------------|
| <a href="#">Accountant's Report or Trust Account Declaration</a>                       | Required | 1              | Completed  |
| <a href="#">Declaration of Business Changes</a>                                        | Optional |                | Incomplete |
| <a href="#">Financial statements in PDF format</a>                                     | Required | 1              | Completed  |
| <a href="#">List of brokerage accounts</a>                                             | Optional |                | Incomplete |
| <a href="#">Notice of Rescission</a>                                                   | Optional |                | Incomplete |
| <a href="#">Qualifications or exceptions</a>                                           | Optional |                | Incomplete |

### Step 4: Optional Requirements - Requirements that do not apply to your brokerage

The requirements marked as “Optional” may not apply to your brokerage but they still must be addressed. If a requirement does not apply to your situation, click on the requirement name. You will see a pop-up window asking, “Does this document apply to my situation?”. Click on the drop-down arrow and select “This document does not apply to my situation” then click “Save”.

Repeat these steps for all other optional requirements that do not apply to your brokerage. Once all these requirements are completed, your “Status” column should show “Completed” for all requirements.

**Accountant's Report Filing - SRO 12243**

Introduction ✓ Requirements

**Please complete**

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

**Edit Requirement**

**Declaration of Business Changes**

If you have not notified BCFSa of any business changes during the past fiscal year as required by section 24 of the Real Estate Services Rules, upload the details here. Otherwise, set the requirement as not applicable

**Does this document apply to my situation? \***

This document applies to my situation, see attached file

This document does not apply to my situation

This document applies to my situation, see attached file

**Documents**

[Add files](#)

Please add at least one file. Accepted formats: docx, xlsx, pdf, png, heic, jpg, txt, osfi, num, 10a, csv, xml

[Save](#)

| Name                                             | Notes    | Files Attached | Status     |
|--------------------------------------------------|----------|----------------|------------|
| Accountant's Report or Trust Account Declaration | Required | 1              | Completed  |
| Declaration of Business Changes                  | Optional | 0              | Incomplete |
| Financial statements in PDF format               | Required | 1              | Completed  |
| List of brokerage accounts                       | Optional | 0              | Incomplete |
| Notice of Rescission                             | Optional | 0              | Incomplete |
| Qualifications or exceptions                     | Optional | 1              | Incomplete |

## Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

| Name                                             | Notes    | Files Attached | Status    |
|--------------------------------------------------|----------|----------------|-----------|
| Accountant's Report or Trust Account Declaration | Required | 1              | Completed |
| Declaration of Business Changes                  | Optional | 0              | Completed |
| Financial statements in PDF format               | Required | 1              | Completed |
| List of brokerage accounts                       | Optional | 0              | Completed |
| Notice of Rescission                             | Optional | 0              | Completed |
| Qualifications or exceptions                     | Optional | 1              | Completed |

### Step 5: Submit the Service Request

Once all the requirements have been marked as completed, scroll down and click "Save and Next". If you have any additional documents that do not fit into the listed requirements categories, please upload them under "Additional Documents" for review by BCFSa staff.

## Accountant's Report Filings - SR043243

Introduction ✓ Requirements Pay & Submit

### Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

| Name ↑                                                           | Notes | Files Attached | Status    |
|------------------------------------------------------------------|-------|----------------|-----------|
| <a href="#">Accountant's Report or Trust Account Declaration</a> |       | Required 1     | Completed |
| <a href="#">Declaration of Business Changes</a>                  |       | Optional 0     | Completed |
| <a href="#">Financial statements in PDF format</a>               |       | Required 1     | Completed |
| <a href="#">List of brokerage accounts</a>                       |       | Optional 0     | Completed |
| <a href="#">Notice of Rescission</a>                             |       | Optional 0     | Completed |
| <a href="#">Qualifications or exceptions</a>                     |       | Optional 1     | Completed |

### Please upload any additional documents here if needed.

| Name ↑                               | Notes | Files Attached |
|--------------------------------------|-------|----------------|
| <a href="#">Additional Documents</a> |       |                |

Previous Save & Next

You will then proceed to the "Pay & Submit" page. No payment is required. Click "Submit" to finalize and certify your submission.

## Accountant's Report Filings - SR043243

Introduction ✓ Requirements ✓ Pay & Submit

### Pay & Submit

No payment is required. Please click 'Submit' to complete the process.

By clicking 'Submit', I confirm that the information provided is accurate.

Previous Submit

## Accountant's Report Filings - SR043243

Thank you. Your submission **SR043243** has been successfully received. A confirmation will be sent to your email address shortly.

Please click here to [go back to the home page](#) or here to [go back to the organization dashboard](#).

A confirmation email will be sent to the registered email address confirming that the service request has been received.

### 2. BROKERAGE FINANCIAL INFORMATION FILING SERVICE REQUEST

The Brokerage Financial Information Filing is an Excel template that details your brokerage activities during the fiscal year. It replaced the Brokerage Activity Report form in 2023. The Brokerage Activity Report form is no longer accepted.

Please note that you must use the official BCFSAs Brokerage Financial Information Filing template. Do not create your own template or convert any PDF files into Excel. IRIS will only validate and accept the BCFSAs Excel template.

Before you start your service request on IRIS:

- 1) Download the [Brokerage Financial Information Filing](#) Excel workbook;
- 2) Complete your workbook by following the instructions provided in the workbook; and
- 3) Save the completed workbook in an easy-to-find location on your computer.

Please note: all fields in the “Data Entry – Financials” and “Data Entry – Activity” worksheets are mandatory and must be completely filled in for your submission to be considered complete.

#### Step 1: Access to the Brokerage Financial Information Filing Service Request

Under the list of “Submissions”, click on the ID number for your “Brokerage Financial Information Filing” service request.

| Submissions▼ |                                                                       |                   |           |                |               | Search | Q |
|--------------|-----------------------------------------------------------------------|-------------------|-----------|----------------|---------------|--------|---|
| ID ↓         | Name                                                                  | Filing Period End | Due Date  | Date Submitted | Status Reason |        |   |
| SR043604     | Application for Brokerage Licence Renewal: Corporation or Partnership |                   | 7/30/2024 |                | Draft         |        |   |
| SR043244     | Brokerage Financial Information Filing                                | 4/30/2024         | 8/28/2024 |                | Draft         |        |   |
| SR043243     | Accountant's Report Filings                                           | 4/30/2024         | 8/28/2024 |                | Draft         |        |   |
| SR042124     | Amend Brokerage Financial Information Filing                          | 12/31/2023        |           |                | Draft         |        |   |
| SR041182     | Request for Brokerage/Branch                                          |                   |           |                | Draft         |        |   |

## Step 2: Introduction Page

On the Introduction page, confirm that the information is correct. The “Filing Period End” date is your brokerage’s fiscal year-end date. If all information on this page is correct, click “Next” to access the “Filing” page.

# Brokerage Financial Information Filing - SR043244

Introduction Filing

Please attach the completed template on the next page.

**Name**

Prime Real Estate, Inc. / Your Prime Real Estate Experience

**Sector**

Real Estate

**Type**

Filing

**Due Date**

August 28, 2024

**Filing Period End**

April 30, 2024

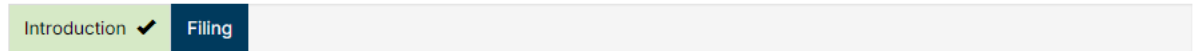
Next

### Step 3: Filing Page - Add File

To upload the completed Brokerage Financial Information Filing workbook that has been saved to your computer, click “Add files” and select the file to upload.

If you have not yet completed the Brokerage Financial Information Filing, you will find a link to the filing template on this IRIS page and it will direct you to the Accountant’s Report requirement page on the BCFSA website. We highly recommend that the managing broker complete the template **before** accessing the Brokerage Financial Information Filing service request on IRIS.

## Brokerage Financial Information Filing - SR043244



**i** Upload the completed filing using the 'Add files' button below then click 'Process File'. Your filing will be validated by the system and you will receive an email once complete. After validation, return to this page or refresh it to view the results.

### Filing

Please click on the link below to download and complete the required template. Upload the completed template using 'Add files' in the Documents section below.

#### Filing Template

<https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/audit-program/accountants-reports>

#### Filing Period End

April 30, 2024

#### Documents

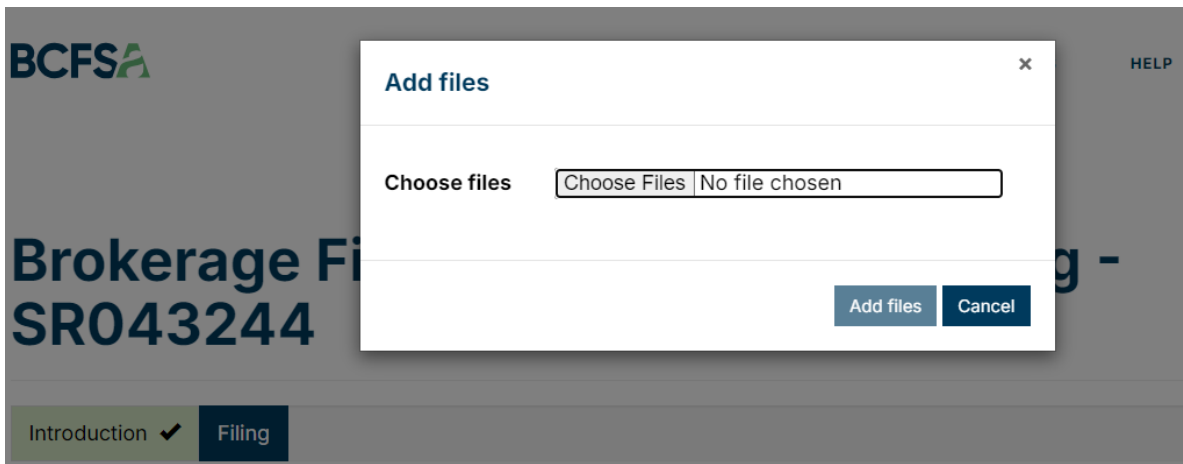
Upload the completed filing using the 'Add files' button. Only one file should be uploaded. If you need to replace the file to correct errors, delete the original file first, then upload the new one.



You have not uploaded any documents yet. Please click the "Add files" button to upload documents.



Once you click “Add files”, the following window will pop up. Click on “Choose Files” and then “Add files” to add the required Excel file.



#### Step 4: Validate the Uploaded File

After you have uploaded the Excel file, your uploaded file will be listed under “Documents”. Click “Process File” at the bottom right of the screen to begin the validation process. This process will take 2-3 minutes.

## Filing

Please click on the link below to download and complete the required template. Upload the completed template using 'Add files' in the Documents section below.

#### Filing Template

<https://www.bcfssa.ca/industry-resources/real-estate-professional-resources/audit-program/accountants-reports>

#### Filing Period End

April 30, 2024

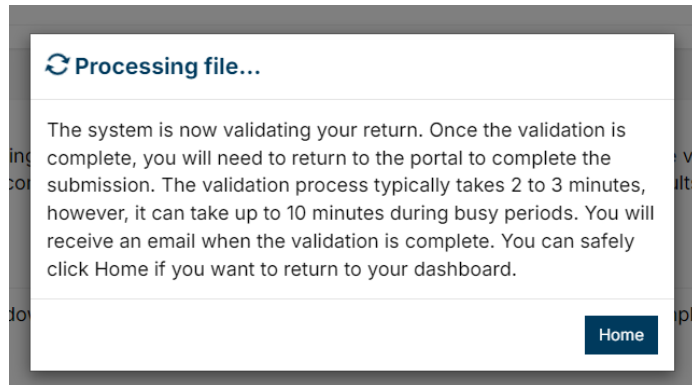
#### Documents

Upload the completed filing using the 'Add files' button. Only one file should be uploaded. If you need to replace the file to correct errors, delete the original file first, then upload the new one.

| Name                                                 | Modified           |                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------|
|  brokerage-financial-information-filing.xlsx (97 KB) | 1/15/2025 11:40 AM |  |

 Previous Process file

The following screen will be populated.



### Step 5: Submit the Service Request

If no errors are found in your file, you will then reach the following page:

## Filing

Please click on the link below to download and complete the required template. Upload the completed template using 'Add files' in the Documents section below.

#### Filing Template

<https://www.bcfssa.ca/industry-resources/real-estate-professional-resources/audit-program/accountants-reports>

#### Filing Period End

April 30, 2024

#### Filing Status

Validation Complete

#### Status Message

Validation completed without errors or warnings. Click submit to complete this filing.

#### Documents

Upload the completed filing using the 'Add files' button. Only one file should be uploaded. If you need to replace the file to correct errors, delete the original file first, then upload the new one.

Name ↑

Modified

 brokerage-financial-information-filing.xlsx (97 KB)

1/15/2025 11:55 AM



By clicking submit I attest to the accuracy of the provided information.

Previous

Submit

This means your workbook has been successfully validated, and no errors found. Now click "Submit" to finalize and certify the submission. A confirmation email will be sent to the registered email address after the service request has been received. If you do not receive an email

confirming that your submission has been received, make sure you have completed the second step of clicking “Submit” after the validation process is finished.

## Brokerage Financial Information Filing - SR043244

Thank you. Your submission **SR043244** has been successfully received. A confirmation will be sent to your email address shortly.

Please click here to [go back to the home page](#) or here to [go back to the organization dashboard](#).

### Error Configuration

If an error in the Excel file is detected during the validation process, the validation confirmation page will display the error details. Review the errors listed under “Errors and Warnings” and correct each error. You will need to delete the previously uploaded file and re-upload your workbook. Repeat steps 3 and 4 and run the validation again after you have uploaded the revised workbook.

## Filing

Please click on the link below to download and complete the required template. Upload the completed template using 'Add files' in the Documents section below.

### Filing Template

<https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/audit-program/accountants-reports>

### Filing Period End

April 30, 2024

#### Filing Status

Review Errors/Warnings

#### Status Message

Errors in extraction

#### Errors and Warnings

| Severity | Rule # | Warning/Error Message                                                   |
|----------|--------|-------------------------------------------------------------------------|
| error    |        | 8000-110-10 could not be converted to a valid date, value read: '31/12' |
| Error    |        | 8000-110-10 : Data is missing from sheet or is an incompatible type.    |

Showing 1 to 2 of 2 entries

### 3. ADDITIONAL INFORMATION (FOR ORGANIZATION) SERVICE REQUEST

The “Additional Information (for organization)” service request is created by BCFSA when your submission is deemed incomplete or deficient. You will receive an email notification with a link to the service request in IRIS when this service request is created. Details of the submission deficiencies are listed in the notification email. You can also access the service request on your brokerage’s dashboard in the IRIS portal.

If you realize you have missed documents in your previous submission, or there was an error in a previously submitted document, please notify BCFSA’s Real Estate Audit department at [realestateaudit@bcfsa.ca](mailto:realestateaudit@bcfsa.ca). Our team will then create the “Additional Information (for organization)” service request for you.

Please follow the instructions below to complete the “Additional Information (for organization)” service request:

#### Step 1: Access to the “Additional Information (for organization)” Service Request

Under the list of “Submissions”, click on the ID number associated with the “Additional Information (for organization)” service request.

| Submissions▼                                                                                                   |                                                                       |                   |           |                    |           | Search | Q |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------|-----------|--------------------|-----------|--------|---|
| ID ↓                                                                                                           | Name                                                                  | Filing Period End | Due Date  | Date Submitted     | Status    | Reason |   |
| <a href="#">SR045867</a>                                                                                       | Amend Brokerage Financial Information Filing                          | 4/30/2024         |           | 1/15/2025 3:15 PM  | Filed     |        |   |
| <a href="#">SR045866</a>                                                                                       | Amend Brokerage Financial Information Filing                          | 12/31/2024        |           |                    | Draft     |        |   |
| <a href="#">SR043604</a>                                                                                       | Application for Brokerage Licence Renewal: Corporation or Partnership |                   | 7/30/2024 |                    | Abandoned |        |   |
| <a href="#">SR043244</a>                                                                                       | Brokerage Financial Information Filing                                | 4/30/2024         | 8/28/2024 | 1/15/2025 12:02 PM | Filed     |        |   |
|  <a href="#">SR043243-1</a> | Additional Information (for organization)                             |                   | 8/28/2024 |                    | Draft     |        |   |
| <a href="#">SR043243</a>                                                                                       | Accountant's Report Filings                                           | 4/30/2024         | 8/28/2024 | 1/14/2025 11:47 AM | Submitted |        |   |

## Step 2: Introduction Page

Verify that all the information noted on the Introduction page is correct. The “Note to Submitter” section will provide details of the outstanding items you are required to submit for the fiscal year end.

If all information on this page is correct, click “Next” to access the “Requirements” page.

# Additional Information (for organization) - SR043243-1

Introduction Requirements Pay & Submit

Changes to this draft submission will be saved when you click on 'Next' or 'Start'.

### Sector

Real Estate

### Type

Other

### Note to Submitter

Please provide the additional information and documents, as requested.

Information regarding any outstanding documents is listed under “Note to Submitter”.

### Submitted For

Prime Real Estate, Inc. / Your Prime Real Estate Experience

### Due Date

2024-08-28

Next

### Step 3: Requirements Page

Click on “Additional Information requested by BCFS A”. The following window will pop up. Click on “Add files” to add the requested documents.

## Additional Information (for organization) - SR043243-1

Introduction ✓

Requirements

Pay & Submit

### Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

| Name ↑                                     | Notes | Optional Requirement | Files Attached | Status     |
|--------------------------------------------|-------|----------------------|----------------|------------|
| Additional information requested by BCFS A |       | No                   |                | Incomplete |

BCFS A

Additional Information (for organization) - SR043243-1

Introduction ✓

Requirements

Please complete the following requirements.

Name ↑

Additional information requested by BCFS A

Edit Requirement

Additional information requested by BCFS A

Upload the information BCFS A indicated is needed to complete your submission. Refer to the note to submitter on the introduction page or other correspondence from BCFS A for details on what is required.

Notes

Documents

Please add at least one file. Accepted formats: docx, xlsx, pdf, png, heic, jpg, txt, osfi, num, 10a, csv, xml

Add files

Save

HELP

BRENDA TSE

Additional Information (for organization) - SR043243-1

Introduction ✓

Requirements

Please complete the following requirements.

Name ↑

Additional information requested by BCFS A

Optional Requirement

Files Attached

Status

No

Incomplete

Once you have uploaded the files, the files will be listed under “Documents” in the pop-up window. You can add additional files or remove the uploaded documents in this window. Click “Save” if no changes are required.

#### Step 4: Submit the Service Request

Once you have saved your uploaded documents, the “Files Attached” section will indicate how many files you have uploaded under that requirement, and the “Status” of the requirement will change from “Incomplete” to “Completed”.

Scroll down and click “Save and Next”.

## Additional Information (for organization) - SR043243-1

Introduction ✓ Requirements Pay & Submit

### Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

| Name ↑                                   | Notes | Optional Requirement | Files Attached | Status    |
|------------------------------------------|-------|----------------------|----------------|-----------|
| Additional information requested by BCFS |       | No                   | 1              | Completed |

Previous

Save & Next

You will then proceed to the “Pay & Submit” page. No payment is required. Click “Submit” to finalize and certify the submission.

## Additional Information (for organization) - SR043243-1

Introduction ✓ Requirements ✓ Pay & Submit

### Pay & Submit

No payment is required. Please click 'Submit' to complete the process.

By clicking 'Submit', I confirm that the information provided is accurate.

Previous

Submit

A confirmation email will be sent to the registered email address after the service request has been received.

#### 4. AMEND BROKERAGE FINANCIAL INFORMATION FILING SERVICE REQUEST

If you have received an email request from BCFSA to submit an “Amend Brokerage Financial Information Filing”, or if you wish to submit a revised Brokerage Financial Information Filing workbook, please follow the instructions below to initiate the new “Amend Brokerage Financial Information Filing” service request.

##### Step 1: Initiate the Amend Brokerage Financial Information Filing Service Request

From your IRIS Home page, click on “New Submission”.

[HOME](#)[NEW SUBMISSION](#)[PAYMENTS](#)[HELP](#)[BRENDA TSE](#)

## Home

Welcome to the BCFSA portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

## Organization Dashboards

Click on an organization name below to view its information and any submissions awaiting approval.

| Name ↑                                                                      | Trade Name                        | Address                                               | Outstanding Submissions |
|-----------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------|-------------------------|
| <a href="#">Prime Real Estate, Inc. / Your Prime Real Estate Experience</a> | Your Prime Real Estate Experience | 555 Hastings St W, Vancouver British Columbia V6B 4N5 | 6                       |

From the “New Submission” page, select “Real Estate” under Sector.

## New Submission

This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

**Sector:**

All

All  
Credit Union  
Insurance  
Mortgage Brokers  
Pensions  
Real Estate  
Trust

**Type:**

All

**Search:**

Clear

Apply

**Type ↑**

**Name ↑**

Approvals – Applications

[Application for Formation of Credit Union](#)

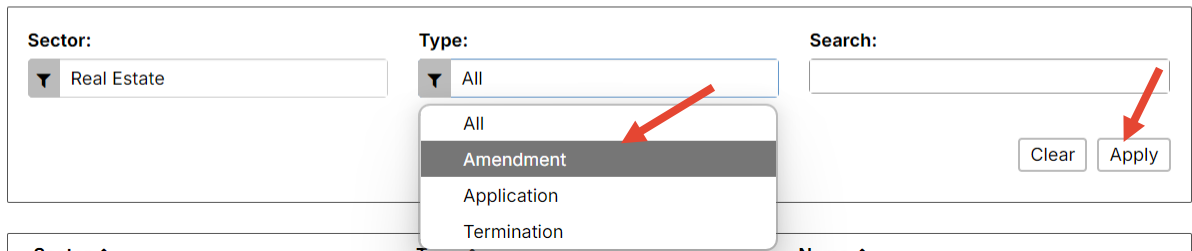
Filing - Notice

[Written Notice of My Resignation as a Director](#)

Select “Amendment” under “Type”. Click “Apply”.

## New Submission

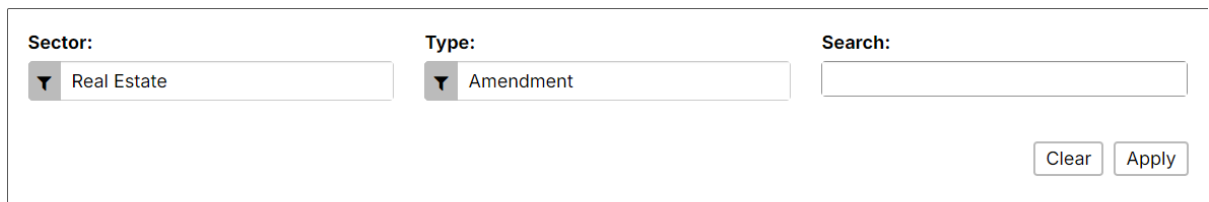
This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.



The screenshot shows the 'New Submission' form. It has three main sections: 'Sector:', 'Type:', and 'Search:'. The 'Sector:' dropdown is set to 'Real Estate'. The 'Type:' dropdown is open, showing options: 'All', 'Amendment', 'Application', and 'Termination'. A red arrow points to 'Amendment'. The 'Search:' field is empty. Below the search field are 'Clear' and 'Apply' buttons. A red arrow points to the 'Apply' button.

| Sector:     | Type:       | Search: |
|-------------|-------------|---------|
| Real Estate | All         |         |
|             | All         |         |
|             | Amendment   |         |
|             | Application |         |
|             | Termination |         |

The first listed service request will be the “Amend Brokerage Financial Information Filing”. Click on the name to select.



The screenshot shows the 'New Submission' form with the 'Type:' dropdown set to 'Amendment'. The 'Sector:' dropdown is set to 'Real Estate'. The 'Search:' field is empty. Below the search field are 'Clear' and 'Apply' buttons.

| Sector:     | Type:     | Search: |
|-------------|-----------|---------|
| Real Estate | Amendment |         |

| Sector ↑    | Type ↑    | Name ↑                                                                                      |
|-------------|-----------|---------------------------------------------------------------------------------------------|
| Real Estate | Amendment | <a href="#">Amend Brokerage Financial Information Filing</a>                                |
| Real Estate | Amendment | <a href="#">Re-Licensing application (unlicensed more than 90 days from licence expiry)</a> |
| Real Estate | Amendment | <a href="#">Remove Director or Officer</a>                                                  |

## Step 2: Introduction Page

If you manage multiple brokerage/branch offices, choose the correct brokerage under “Submitted For”. The “Filing Period End” date is the brokerage’s fiscal year-end date. Please ensure that the correct filing period end date is entered, otherwise, this service request will not be valid.

Click “Start” after you have completed the required fields.

# Amend Brokerage Financial Information Filing

Introduction

Filing

Please attach the completed template on the next page.

### Sector

Real Estate

### Type

Amendment

### Submitted For\*

Prime Real Estate, Inc. / Your Prime Real Estate Experience



### Filing Period End \*

M/D/YYYY



Start

### Step 3: Submit the Service Request

Repeat steps 3 to 5 from “Brokerage Financial Information Filing” to complete your filing.

Please note: if you entered an incorrect “Filing Period End” date, the following error message will show after you click “Process file”. Click “Previous” to go back to the previous page and correct the “Filing Period End” date. Repeat steps 4 and 5 of the Brokerage Financial Information Filing section after the correction has been made.

## Filing

Please click on the link below to download and complete the required template. Upload the completed template using 'Add files' in the Documents section below.

### Filing Template

<https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/audit-program/accountants-reports>

### Filing Period End

December 31, 2024

### Filing Status

Review Errors/Warnings

### Status Message

A filing for a previous period has not been made. Please submit the previous period filing before submitting the current period filing. If you continue to encounter this problem, please contact BCFSa.

### Errors and Warnings

| Severity ^ | Rule # ^  | Warning/Error Message                                                                                                                                                                                            |
|------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error      | PRV-E0003 | Amend : A filing for a previous period has not been made. Please submit the previous period filing before submitting the current period filing. If you continue to encounter this problem, please contact BCFSa. |

Showing 1 to 1 of 1 entries

### Documents

Upload the completed filing using the 'Add files' button. Only one file should be uploaded. If you need to replace the file to correct errors, delete the original file first, then upload the new one.

Name ↑

Modified

 brokerage-financial-information-filing.xlsx (98 KB)

1/15/2025 3:03 PM



Previous

Process file

# Filing FAQs

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**1. Can my accountant submit the accountant's report filing for me?**

Your accountant can help you prepare the necessary documents. However, the brokerage's managing broker(s) must submit the documents using their secure IRIS portal. Email submission is no longer accepted.

**2. I do not have access to Microsoft Excel for the Brokerage Financial Information Filing. Do you accept another format?**

Please note that BCFSa expects to receive a .xlsx format and IRIS does not accept anything else.

If you do not have access to Microsoft Excel, you may also try using Google Sheets or Numbers for Apple. Google Sheets and Numbers are able to recognize the .xlsx format, and the submitter can export the file as a .xlsx file after making their edits and saving the file.

**3. I am not sure what type of Financial Statements I am required to file. What should I do?**

The type of Financial Statements required (a Review Engagement or a Compilation Engagement) is noted in the introduction page of the "Accountant's Report Filings" service request (see page 6 of this handbook). You can also confirm the requirements by emailing BCFSa's Audit & Assurance team at [realestateaudit@bcfsa.ca](mailto:realestateaudit@bcfsa.ca).

**4. My brokerage is required to file a Review Engagement but does not have any activities during the fiscal year. Can I save money and provide Compilation Engagement Financial Statements instead?**

[Section 75 of the Real Estate Services Rules](#) requires brokerages to prepare, at minimum, review engagement financial statements for the initial three fiscal years. If your brokerage is required to file the review engagement financial statements, there are no exemptions to the rules, regardless of activity, or lack thereof.

# Useful Resources

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## Forms and IRIS Login

- [Accountant's Report Form](#)
- [Trust Account Declaration](#)
- [Brokerage Financial Information Filing](#)
- [IRIS Login Page](#)

## Contacts

|                   | Email                                                                  | Services                                                                                                                                                                                                  |
|-------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BCFSA – General   | <a href="mailto:info@bcfsa.ca">info@bcfsa.ca</a>                       | <ul style="list-style-type: none"><li>• General inquiries</li></ul>                                                                                                                                       |
| Audit & Assurance | <a href="mailto:realestateaudit@bcfsa.ca">realestateaudit@bcfsa.ca</a> | <ul style="list-style-type: none"><li>• Questions related to Accountant's Report Filings</li><li>• Fiscal Year-End Changes</li><li>• Errors made in your Accountant's Report Filings submission</li></ul> |
| Licensing         | <a href="mailto:licensing@bcfsa.ca">licensing@bcfsa.ca</a>             | <ul style="list-style-type: none"><li>• Director/Officer Changes</li><li>• Brokerage Operating Addresses Changes</li></ul>                                                                                |
| IRIS Support      | <a href="mailto:support@bcfsa.ca">support@bcfsa.ca</a>                 | <ul style="list-style-type: none"><li>• Technical issues with IRIS</li><li>• Error messages</li></ul>                                                                                                     |

## Related Links

[RESA 25-003 - Brokerage Reporting Requirements](#)

[Section 75 of the Rules](#)

[Section 26 and 27 of the Rules](#)

[Past Administrative Penalties issued due to late Accountant's Report Filing \(Real Estate Decision: Real Estate Decisions | BCFSA\)](#)



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